

# Manheim Central School District

## Volunteer Policy

Volunteer clearance requirements are as follows:

\*Prior to volunteering, first time volunteers must submit clearances (for approval by the building principal), less than one year old, an affidavit and an Act 24 form.

\*FBI clearances are not required from those individuals who have resided in the state of Pennsylvania consecutively for the last 10 years. **EXCEPTION – volunteer coaches and overnight field trip volunteers need to obtain FBI fingerprinting clearances, and need to be board approved.**

\*Please use the links listed below on the matrix, or on the district website to access sites from which to obtain clearances. Manheim Central cannot accept clearances from the Department of Public Welfare, only from the Department of Education (i.e., if you have FBI clearances that were obtained in order for you to volunteer at a place of worship, they are not accepted at the district).

For clarification on the district volunteer policy, please contact Kelly Shenk @ [shenkke@manheimcentral.org](mailto:shenkke@manheimcentral.org), or 717-664-8548.

MANHEIM CENTRAL	Volunteers Field Trip Chaperones	Volunteer Coaches Overnight Field Trip Chaperones
<b>Description</b>	<p>A person having direct and routine contact with children who serves the district in roles such as:</p> <ul style="list-style-type: none"> <li>*Classroom volunteer</li> <li>*Tutor</li> <li>*Supporting academic activities</li> <li>*Assisting in conducting classroom events, concerts, or performances</li> <li>*Field trip chaperone (not exceeding one school day)</li> <li>*Helping manage, officiate, or perform functions ancillary to school-sponsored events</li> </ul>	<p>A person having direct and routine contact with children who serves the districts in roles such as:</p> <ul style="list-style-type: none"> <li>*Overnight field trip chaperone</li> <li>*Volunteer coach, athletic trainer, or equipment manager</li> </ul>
<b>MCS D Examples</b>	<p>Individuals serving the district in the following capacities:</p> <ul style="list-style-type: none"> <li>*PTO representatives working within the district</li> <li>*Classroom volunteers</li> <li>*Classroom tutors who are working with student(s)</li> <li>*Field trip chaperones (including Manheim Farm Show)</li> <li>*Post prom volunteers</li> <li>*Field day volunteers</li> </ul>	<p>Individuals serving the district in the following capacities:</p> <ul style="list-style-type: none"> <li>*Overnight field trip chaperones</li> <li>*Volunteer coaches</li> </ul>
<b>Approval</b>	Building Principal	Annually by School Board, or monthly, as positions need filled
<b>Affidavit</b>	Yes – upon initial application	Yes – upon initial application
<b>Act 24 – PDE 6004</b>	Yes – upon initial application	Yes – upon initial application

<b>Arrest/Conviction Report and Certification Form</b>		
<b>Act 34 PA State Police Criminal History Report</b>	Yes – cost is FREE for volunteers	Yes – cost is FREE for volunteers
<b>Act 151 Child Abuse Background Check</b>	Yes – cost is FREE for volunteers	Yes – cost is FREE for volunteers
<b>Act 114 Federal Criminal History Check – FBI Fingerprinting</b>	If you have been a resident of the state of Pennsylvania for 10 or more years (continuously), you need not complete the clearance for this level of volunteering. The second page of the affidavit has a section for you to sign and date, indicating you have been a resident of PA for 10 or more years continuously.	YES – click here to access the site: <a href="https://www.identogo.com/locations/pennsylvania">https://www.identogo.com/locations/pennsylvania</a> Use code 1KG6Y3 for volunteers  There is a fee associated with this clearance.
<b>Act 126 Child Abuse Videos</b>	No	Volunteer coaches only
<b>Renewal</b>	Clearances need renewed every 60 months. The district will contact you a few months before they expire.	Clearances need renewed every 60 months. The district will contact you a few months before they expire.

\*The examples provided are not intended to be exhaustive and there are other examples beyond those listed. Please consult the lead individual organizing the event for specific clarification.

\*Those who have lived continuously with the Commonwealth of Pennsylvania for the last decade must complete a waiver (the back page of the affidavit) in lieu of fingerprint-based FBI Clearance (Act 114), pursuant to 23 Pa.C.S.A. 6344.2(b.1)

\*Those needing to obtain the Federal Criminal History Report must do so through the PA Department of Education, not the PA Department of Welfare. Please use the link provided above.